

**Functional Series 400
Personnel**

INTERIM UPDATE 05-03

SUBJECT: Early Dismissal on January 19, 2005 for Presidential Inaugural Events

NEW MATERIAL: Employees reporting for work on January 19, 2005 should consider using public transportation and allow extra time for commuting to and from work. Due to the restrictions and to assist law enforcement in securing the area, USAID employees who work in the Ronald Reagan Building will be dismissed from work three hours before their normal departure time, which will be documented as Excused Absence on the employees' AETA.

EFFECTIVE DATE: 01/18/2005

This Notice was released 01/18/2005 as an Executive Message. It is being posted here for records purposes.

ADMINISTRATOR

USAID/W Notice
ES
01/18/2005

E X E C U T I V E M E S S A G E

SUBJECT: Early Dismissal on January 19, 2005 for Presidential Inaugural Events

A USAID Executive Message was issued to all USAID/W employees on Thursday, January 13, 2005, regarding the area restrictions associated with the Presidential Inauguration. The attachment to the notice identified several street closings and Ronald Reagan Building access restrictions.

Employees reporting for work on January 19, 2005 should consider using public transportation and allow extra time for commuting to and from work.

Due to the restrictions and to assist law enforcement in securing the area, USAID employees who work in the Ronald Reagan Building will be dismissed from work three hours before their normal departure time, which will be documented as Excused Absence on the employees' AETA.

Questions and Answers:

Question: I have already scheduled 8 hours of leave for the day. Will I be granted Excused Absence for the three hours?

Answer: Yes

Question: If I work at home that day, do I have to work 8 hours?

Answer: If you choose to work at home, excused absence will be granted for your last three hours of scheduled work.

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File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0503_021505_cd39	01/18/2005	01/18/2005		39	This IU will remain effective for one year.